

1979

79-12

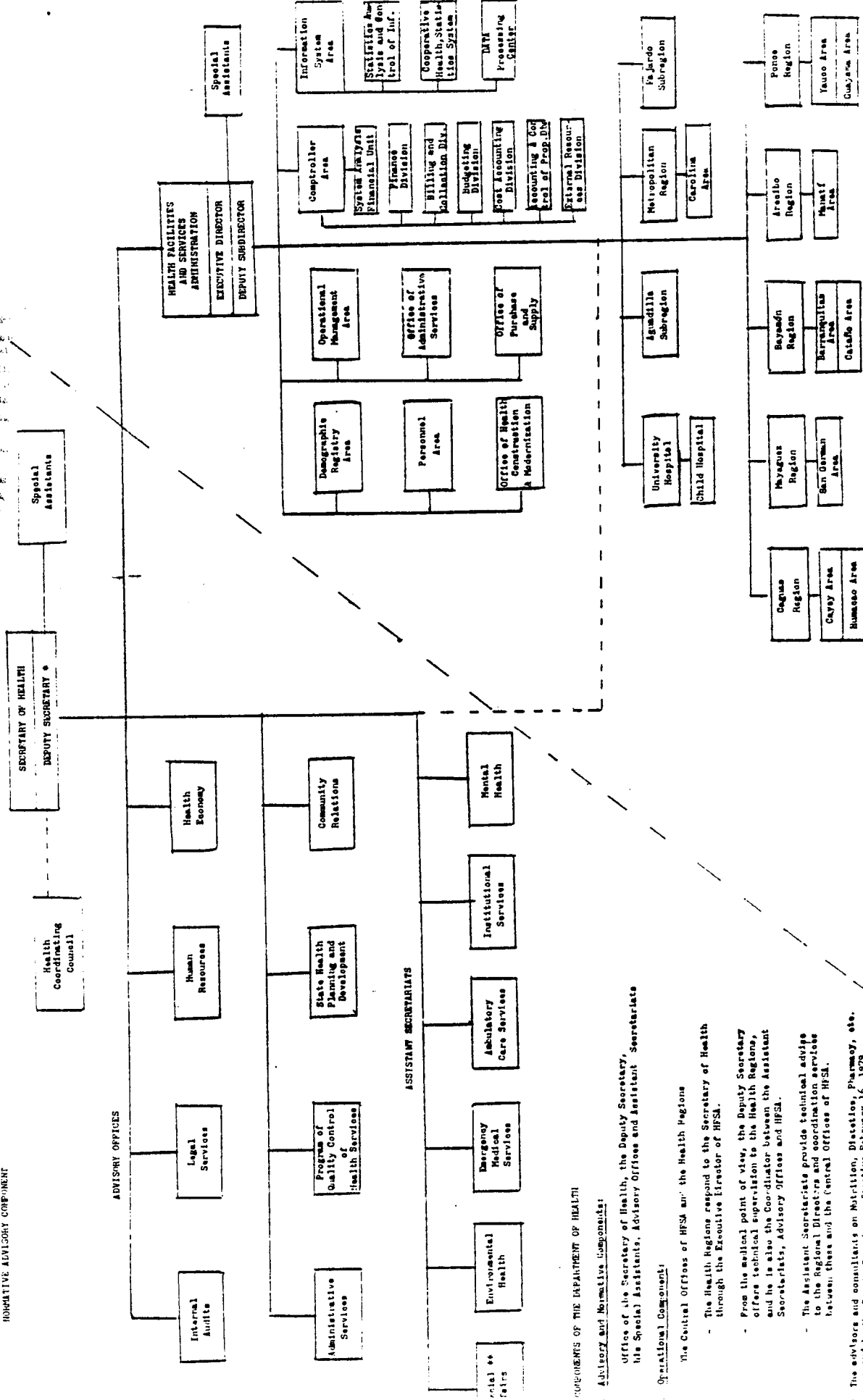
Do Not Remove, per A. M. H.

DEPARTMENT OF HEALTH
GENERAL ORGANIZATION CHART OF THE DEPARTMENT OF HEALTH AND HEALTH FACILITIES AND SERVICES ADMINISTRATION

OFFICIAL

NONPUNITIVE ADVISORY COMPONENT

OPERATIONAL COMPONENT



COMPONENTS OF THE DEPARTMENT OF HEALTH

Advisory and Normative Components:

Office of the Secretary of Health, the Deputy Secretary, Secretariats, his Special Assistants, Advisory Offices and Assistant Secretariats

Operational Component:

The Central Offices of HPSA and the Health Regions

- The Health Regions respond to the Secretary of Health through the Executive Director of HPSA.

- From the medical point of view, the Deputy Secretary offers technical supervision to the Health Regions, and he is also the Coordinator between the Assistant Secretariats, Advisory Offices and HPSA.

- The Assistant Secretariats provide technical advice to the Regional Directors and coordination services between these and the Central Offices of HPSA.

- The advisors and consultants on Nutrition, Dietetics, Pharmacy, etc. respond to the Deputy Secretary, effective February 16, 1979.

- Effective February 16, 1979

OFFICIAL

STATE PLAN UNDER TITLE XIX
OF THE SOCIAL SECURITY
MEDICAL ASSISTANCE PROGRAM

ATTACHMENT 1.2- A

STATE: COMMONWEALTH OF PUERTO RICO

GENERAL EXPOSITION

GENERAL ORGANIZATION CHART

The Department of Health's Organization and Operation is divided in two large areas, which are:

I- Standards and Programmatic Area; and the

II- Operational Area

All advisory units belonging to the Office of the Secretary, from ordinary Staff offices through the Auxiliary Secretaryships are included under the Standards and Programmatic Area. The Operational Area comprises all activities of Health Facilities and Medical Services Administration and the Regional Offices of the Department.

The Office of Aid to the Medically Indigent's position correlates to Standards and Programmatic Area. This office holds a series of functional relationships with the total Department's structure. This is possible due to the fact that all monitoring related to the Medical Assistance Program is under it's jurisdiction. Also, the functional interaction extends to the operational level particularly on the regions.

TN # 92-11

Approval

Effective

Supersedes
TN # 79-12

Date: MAR 12 1993

Date: OCT 1 - 1992

OFFICIAL


STATE PLAN UNDER TITLE XIX OF THE
OF THE SOCIAL SECURITY
MEDICAL ASSISTANCE PROGRAM

ATTACHMENT 1.2- A
Page 2

STATE: COMMONWEALTH OF PUERTO RICO

Public Law #26 of November 13, 1975, also known as the Health Facilities and Services Administration of Puerto Rico Act, created the Health Facilities and Services Administration of Puerto Rico. Accordingly, this agency will be responsible for all the operational aspects of the Department of Health.

The Department of Health, in turn, will maintain the policy making functions concerning the agency's general planning, evaluation, and auditing activities. It will, at the same time, establish regulations for the health services and facilities aiming its activities to both the public and the private sectors.

 The aforementioned functions are carried on through the following fourteen Advisory Offices and eight Assistant Secretaryships:

I. Office of the Secretary of Health

A. Advisory Offices

- 1) Internal Auditing
- 2) Legal Services
- 3) Office of Aid to the Medically Indigent
- 4) Administrative Services
- 5) Quality Control of Health Services
- 6) State Health Planning and Development
- 7) Community Relations
- 8) Federal Affairs Office

TN 92-11 Approval Date MAR 12 1993
Supersedes TN 79-12 Effective Date OCT 1 - 1992

OFFICIAL

STATE PLAN UNDER TITLE XIX
OF THE SOCIAL SECURITY
MEDICAL ASSISTANCE PROGRAM

ATTACHMENT 1.2- A
Page 3

STATE: COMMONWEALTH OF PUERTO RICO

- 9) Women and Infant Care Program
- 10) Demographic Office
- 11) Office of Profesional Standards, Regulations and
Licence
- 12) Inmate Health Services
- 13) Laboratory Services Institute
- 14) OCASET

B. Assistant Secretariats

- 1) Special Affairs
- 2) Environmental Health
- 3) Emergency Medical Services
- 4) Family Health Preventive Services
- 5) Regulation and Accreditation of Health Facilities
- 6) Mental Health
- 7) Education to Health Professionals
- 8) Nursing Secretariatship

The Office of the Secretary of Health consists of the Secretary of Health, the Under Secretary, their assistants and their secretarial and clerical staff. The Secretary of Health is responsible of the overall administration of the Department of Health including the Health Services and Facilities Administration and the Administration created for the operation of the Puerto Rico Medical Center. As an integral part of the

TN 92-11 Approval Date MAR 12 1993
Supersedes TN 79-12 Effective Date OCT 1 - 1992

OFFICIAL

STATE PLAN UNDER TITLE XIX
OF THE SOCIAL SECURITY
MEDICAL ASSISTANCE PROGRAM

ATTACHMENT 1.2- A
Page 4

STATE: COMMONWEALTH OF PUERTO RICO

office of the Secretary, the Under Secretary participates in the direction of the Department of Health and in other assignments he receives from the Secretary. He also functions as Acting Secretary and coordinates the regulatory and advisory component with the operational area of the health regions in coordination and through the Executive Director of the Health Facilities and Services Administration.

The overall direction of the Health Facilities and Services Administration is performed by the Secretary of Health through the Executive Director, following established policies, rules and regulations. Likewise, the Executive Director is the line of communication with the Secretary of Health for all official matters.

The general functions of the advisory and assistant secretaries offices are as follows:

A. Advisory

1) Internal Auditing Office

Performs the fiscal and operational auditing for all Department's facilities and programs to assure the most effective use of the resources and that the use of federal and state resources is in compliance with the applicable laws and regulations.

MAR 12 1993
Approval Date 92-11
OCT 1 - 1992
Effective Date 79-12
Supersedes TN 79-12

STATE PLAN UNDER TITLE XIX
OF THE SOCIAL SECURITY
MEDICAL ASSISTANCE PROGRAM

ATTACHMENT 1.2- A
Page 5

STATE: COMMONWEALTH OF PUERTO RICO

2) Legal Services Office

Provides the necessary legal advise and assistance to
all Department of Health and HFSA dependencies.

3) Office of Aid to the Medically Indigent

Responsible for the administration of the Title XIX
Program in the State.

4) Administrative Service

Performs the administrative functions of the Department
of Health that were delegated to the Health Facilities
and Services Administration.

5) Quality Control of Health Services

Responsible for the establishment of standards of
quality services and for the continuous evaluation of
the amount and scope of medical services.

6) State Planning and Development Office

Responsible for the development of the Global Strategic
Health Plan of the Commonwealth of Puerto Rico in
accordance with the federal and state laws. Formulates
the necessary criteria needed for the evaluation, and
certificacion of the health facilities and other
special projects of the Department of Health.
Undertakes the necessary studies related to the areas
of health services.

TN 92-11 Approval Date MAR 12 1993
Supersedes TN 79-12 Effective Date OCT 1 - 1992

STATE PLAN UNDER TITLE XIX
OF THE SOCIAL SECURITY
MEDICAL ASSISTANCE PROGRAM

ATTACHMENT 1.2- A
Page 6

STATE: COMMONWEALTH OF PUERTO RICO

7) Community Relations

Responsible to assist the Secretary of Health in the development and maintenance the public and community relations and to provide professional assistance in the public relations field to all Department and HFSA dependencies.

The basic activity of this office is to maintain the community informed about the programs and services available in the Department of Health.

8) Federal Affairs Office

Advise the Secretary of Health on federal regulations laws and programs funding.

9) Women and Infant Care Program

Administers Public Law 95-627 as amended by section 17 of Child Nutrition Act of 1966. It provides supplemental nutrition to mothers and infants at risk.

10) Demographic Office

Register and maintain vital statistics on Puerto Rico's population universe according to State Law 24 of April 22, 1931, as amended.

TN 92-11 Approval Date MAR 12 1993
Supersedes TN 79-12 Effective Date OCT 1 - 1992

OFFICIAL

STATE PLAN UNDER TITLE XIX
OF THE SOCIAL SECURITY
MEDICAL ASSISTANCE PROGRAM

ATTACHMENT 1.2- A
Page 7

STATE: COMMONWEALTH OF PUERTO RICO

11) Office of Profesional Standards, Regulations and
Licence Administers State Law 11 on Registration and
Continuous Education of June 23, 1976.

12) Inmate Health Services

Provides institutional health services to inmates of
public institutions.

13) Laboratory Services Institute

Administers and regulates the operations of clinical
laboratory analysis and blood banks

14) OCASET -Office of Services to Sexually Transmitted
Diseases

Administers State Law 81 of June 1983, as amended for
prevention and treatment of sexually transmitted
diseases. It is correlated to CDC of Atlanta, Ga., the
University of Puerto Rico School of Medicine and to
Puerto Rico's Education Department, Social Services,
Department of Services to Addiction (DSCA),
Correctional Administration Department and Department
of Justice. Community groups working agaist drug
addition, are also correlated to this office, such as
CREA. This office comprise Puerto Rico's main efforts
against AIDS.

Approval Date MAR 12 1993

TN 92-11

OCT 1 - 1992

Supersedes TN 79-12 Effective Date

OFFICIAL

STATE PLAN UNDER TITLE XIX
OF THE SOCIAL SECURITY
MEDICAL ASSISTANCE PROGRAM

ATTACHMENT 1.2- A
Page 8

STATE: COMMONWEALTH OF PUERTO RICO

B. Assistant Secretariat Offices

1) Special Affairs

Provides assistance to the Secretary of Health in establishing the administrative and operational policies for the Department of Health and in the special programs and affairs delegated.

2) ~~En~~vironmental Health

Responsible for the planning, development, implementation and performance of all environmental health policies in the state. Administers supervises and controls all sanitation activities.

3) Emergency Medical Services

Responsible for the planning, organization, and operation and administration of the emergency transportation services of the state health care system.

4) Family Health Preventive Services

Responsible for the planning, development, organization and supervision of the implementation and performance of the outpatient health services policy in the public health facilities.

5) Regulation and Accreditation of Health Facilities

Responsible for the implementation of the provisions of Act 101 of June 26, 1965 as amended, to license every health facility on compliance with standards and regulations.

TN 92-11 Approval Date MAR 12 1993
Supersedes TN 79-12 Effective Date OCT 1 - 1992

STATE: COMMONWEALTH OF PUERTO RICO

6) Mental Health Services

Responsible for the planning, development, organization and supervision of the implementation and performance of mental health care and policies in the public sector.

7) Education to Health Professions

Performs the necessary functions for the planning, administration and implementation of medical and paramedical training programs and other human resources development.

8) Nursing Secretariatship

Responsible for the establishment of policies, on nursing services and to correlate as advisor on nursing matters to the Secretary's office and other pertinent dependencies.

In addition of the aforementioned functions the advisory and assistant secretaries' offices provide support to the State Health System in the following areas.

- by delegation and in coordination with the Secretary of Health, establish programs objectives and priorities that constitute the basis for the Department's public policy.
- Establish the operational component policies in line with federal, state, and municipal regulations.

TN 92-11 Approval Date MAR 12 1993
Supersedes TN 79-12 Effective Date OCT 1 - 1992